



F.No. 1-274/ANIIMS/NTS/Recruitment 2022/1153

निदेशक एनिम्स का कार्यालय

OFFICE OF THE DIRECTOR OF ANIIMS

अंडमान निकोबार द्वीप समूह चिकित्सा संस्थान

ANDAMAN & NICOBAR ISLANDS INSTITUTE OF MEDICAL SCIENCES

अंडमान तथा निकोबार प्रशासन

ANDAMAN & NICOBAR ADMINISTRATION

Port Blair, Dated 07.08.2024

Vacancy Notice

Andaman & Nicobar Islands Institute of Medical Sciences (ANIIMS) under Andaman and Nicobar Island Medical Education and Research Society (ANIMERS) invites applications from the Citizens of India for the following posts on **Deputation Basis** for initial period of **TWO** years, extendable upto 5 years (on yearly basis) based on annual performance and coterminous with regular appointment.

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| 1. Deputy Director (Administration) | 01 post |
| 2. Assistant Director (Administration) | 01 post |
| 3. Senior Accountant | 01 post |
| 4. Head Clerk | 02 posts |
| 5. H. G. Clerk | 05 posts |
| 6. PS to Director | 01 post |
| 7. PA to Deputy Director (Administration) | 01 post |

1. Deputy Director:

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| Eligibility Criteria | For Deputation: 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department. OR 2. Officers of the Central/State Govt./UTs in level 08 (47600-151100) of the pay Matrix or equivalent with Two (02) years regular service in the grade rendered after appointment thereto on regular basis and having good administrative experiences. OR 3. Officers of the Central/State Govt./UTs in level 07 (44900-142400) of the pay Matrix or equivalent with Three (03) years regular service in the grade rendered after appointment thereto on regular basis and having good administrative experiences. |
| Age Limit | The Maximum age limit (Male & Female) for appointment by Deputation shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications |

2. Assistant Director (Administration):

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| Eligibility Criteria | For Deputation: 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parent cadre/ department. OR 2. Office Superintendent/Head Clerk/Assistant-in-Charge in the Level of 6 (35400-112400) of Pay Matrix or equivalent with 05 years regular service in the grade. |
| Age Limit | The Maximum age limit (Male & Female) for appointment by Deputation shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications |

3. Senior Accountant:

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| Eligibility Criteria | For Deputation: 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department OR 2. Accountant/Auditor in Level 5 (29200-92300) of the Pay Matrix or equivalent with Six (06) years regular service in the grade. OR |
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| | 3. Higher Grade Clerk/Upper Divisional Clerk in the Level 4 (25500-81100) of the Pay matrix or equivalent with ten 10 years regular service in the grade. |
| Age Limit | The Maximum age limit (Male & Female) for appointment by Deputation shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications |

4. Head Clerk:

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| Eligibility Criteria | For Deputation: 1. Holding analogous posts on regular basis in the parent cadre/ department. <p style="text-align: center;">OR</p> 2. Higher Grade Clerk in the Level of 4(GP 2400) of Pay Matrix or equivalent with 10 years regular service in the grade or combined service of 18 years in the grade of Higher Grade and Lower Grade Clerk of which at least 5 years shall be at the level of Higher Grade Clerk. |
| Age Limit | The Maximum age limit (Male & Female) for appointment by Deputation shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications |

5. H. G. Clerk:

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| Eligibility Criteria | For Deputation: 1. Holding analogous posts on regular basis in the parent cadre/ department. <p style="text-align: center;">OR</p> 2. Lower Grade Clerk in the Level 2 (GP 1900) of Pay Matrix or equivalent with 08 years regular service in the grade. |
| Age Limit | The Maximum age limit (Male & Female) for appointment by Deputation shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications |

6. PS to Director:

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| Eligibility Criteria | For Deputation: 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department <p style="text-align: center;">OR</p> 2. Personal Assistant /Stenographer Gr-I/Stenographer Gr-II in Level 6 (35400-112400) of the Pay Matrix or equivalent with five (05) years regular service in the grade |
| Age Limit | The Maximum age limit (Male & Female) for appointment by Deputation shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications |

7. PA to Deputy Director:

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| Eligibility Criteria | For Deputation: 1. Officers of the Central/State Govt./ UTs holding analogous posts on regular basis in the parents cadre/ department <p style="text-align: center;">OR</p> 2. Stenographer (OG) of amalgamated stenographic cadre in the Level 5 (29200-92300) of the Pay Matrix or equivalent with five (05) years regular service in the grade <p style="text-align: center;">OR</p> 3. Stenographer Gr-III/Stenographer OG)/ Stenographer Cum Computer Operator in Level 4 (25500-81100) of the Pay Matrix or equivalent with ten (10) years regular service in the grade |
| Age Limit | The Maximum age limit (Male & Female) for appointment by Deputation shall be 'Not Exceeding 56 years' as on the closing date of receipt of applications |

General Condition:

1. The deputation rules of Department of Personnel and Training (DoPT vide OM No.6/8/2009-Estt (Pay-II), dated 17.06.2010) shall be applicable.
2. Eligible candidate can apply for the post in the prescribed performa (available at the institute website <http://andssw1.and.nic.in/aniims> and website of A & N Administration <https://www.andaman.gov.in>) along with self- attested photocopies and the relevant documents available may be send through Email: recruitment.aniims@gmail.com.
3. Person working in Medical Institutions fulfilling eligibility criteria may also apply.
4. Serving Officer in Central & State Govt. funded autonomous bodies are eligible to apply; they would be treated on deputation if they desire so.
5. The last date of receipt/ upload of application along with the prescribed Performa and relevant document will be **29.08.2024 (Up to 4 PM)**.
6. The effective date for determining the eligibility as per the prescribed qualification, age, experience etc. for the post shall be the last date of receipt/ upload of application.
7. Late and incomplete application/performa will not be considered.
8. Canvassing of any kind will be a disqualification.
9. ANIIMS/ANIMERS also reserves the right to cancel the recruitment process at any stage at its discretion and such decision will be binding on all concerned.

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DIRECTOR, ANIIMS

Checklist of supporting documents (copy of original)

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| I. | Copy of ID issued by GOI (PAN Card, Aadhaar, Voter ID, Driving License, etc.) | |
| II. | NOC from current institute | |
| III. | Certificate of required academic qualification | |
| IV. | Work experience certificate | |
| V. | All other supporting documents should be attached | |

Declaration:

I do hereby declare that, each statement and/or contents of this application form and/ or documents, certificates submitted along with the application form, by the undersigned are absolutely true, correct and authentic. Any discrepancy if any found will disqualify my candidature.

Date:

Place:

Candidate Name & Signature

